COVID-19

Los Angeles County Department of Public Health
Family Child Care FAQ

Frequently Asked Questions

1. When and how do I report to the Los Angeles County Department of Public Health (DPH)?

- Report if you identify 1 or more **laboratory confirmed COVID-19 cases** (confirmed positive case) who have been at the child care home at any point within the 14 days prior to illness onset (illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier). The infected person may be a staff member, a child, a member of your household, or a visitor to your site.

- Secure online reporting is the best way to notify DPH of COVID-19 exposures. It can be done on a computer or mobile device with access to the secure web application. You can download the app by going to: http://www.redcap.link/lacdph.educationsector.covidreport

- If you can't use the app, download and complete the COVID-19 Case and Contact Line List for the Education Sector and send it to ACDC-Education@ph.lacounty.gov. Review the password protecting instructions at the end of this document to learn how to protect the document prior to emailing it.

- All case notifications should be submitted within 1 business day of your being notified of the case.

- If you have any exposure questions or expect to need more than 1 business day to complete the line list, you can email ACDC-Education@ph.lacounty.gov to request an extension. You MUST complete and submit the Case and Contact Line List as soon as possible.

- If you have 3 or more laboratory confirmed COVID-19 cases within a 14-day span, you are required to report **that immediately** by following the reporting steps above.

2. How do I know if there has been an exposure at my family child care home?

If the positive case (either someone with a positive COVID test or someone who received a diagnosis of COVID by their medical provider) **WAS** in the family child care home during their *infectious period*, then there has been an exposure at your facility.

- The infectious period (period during which a case can infect others) is defined as any point from two days before the start of their symptoms up until at least 10 days have passed since their symptoms first started AND they have had no fever for at least 24 hours (without the use of medicine that reduces fevers) AND their symptoms improved.

- If the infected person did not have symptoms the infectious period is defined as two days before they were tested and runs for 10 days after that.

If the individual **was NOT** in the child care home during their infectious period, then the child care home did not have an exposure. However, as noted above, the child care home is still required to report any confirmed cases if the infected person was on site any time during the 14 days prior to illness onset, even if the child care owner determines that exposure did not occur.

3. How do I know when to consider someone a close contact (exposed) to a COVID-19 case?

Someone is considered a close contact if they had any of the following exposures to a COVID-19 case (someone who is lab confirmed or who received a COVID diagnosis) during the infectious period:

- They were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period, OR
- They had unprotected contact with body fluids and/or secretions from someone with COVID-19. For example, they were coughed or sneezed on, or shared a drinking cup or eating utensils.

If the close contact is fully vaccinated and has no symptoms, then they do not need to quarantine. If the close contacts was not fully vaccinated they must follow quarantine instructions.

4. When is a person considered fully vaccinated?

A person is considered fully vaccinated 2 weeks or more after the receipt* of:

- The second dose in a 2-dose series (Pfizer-BioNTech or Moderna)
- One dose of a single-dose vaccine (Johnson and Johnson/Janssen)

* COVID-19 vaccine science and guidance are rapidly evolving. Please routinely visit the latest version of the quarantine instructions to ensure you are following the most current guidance for fully vaccinated exposed individuals.

5. What needs to happen if there has been an exposure at my family child care home?

- **Isolate:** The case(s) must isolate as directed in DPH isolation instructions.
- **Quarantine:** All close contacts to a COVID case should leave the family child care home immediately and follow quarantine instructions. Routinely review the Exposure Management Plan in Early Care and Education Sites for the most recent close contact definition in the education sector.
  - **Note:** After the 10 days of required quarantine, from day 11 thru 14 following exposure, a close contact is required to continue monitoring for symptoms, ensure social distancing, and ensure proper use of a face mask.
- **Clean/Disinfect your home as described in Resource #5, below.**
- **Report as described in Section 1, above.**
- **If there is an exposed or infected person who is a resident of the child care home, close the facility temporarily**: The facility must remain closed while anyone who lives in the child care home is under isolation or quarantine. The facility may only reopen after everyone who lives at the family child care home has completed the required isolation or quarantine period. Non-resident staff and children also must complete their individual isolation or quarantine before returning to the site.

6. When do I need to close my family child care?

The child care must close in all of the following scenarios. A family child care must also remain closed while anyone who lives in the child care home is under isolation or quarantine. In addition, all requirements listed in Section 5 apply.

- **Scenario #1:** If a COVID-19 confirmed child or staff was in your child care during their *infectious period* as defined above, then they may have exposed others at the site. If the child care provider is unable to determine which children and staff were close contacts, then all children and staff should follow quarantine instructions.

- **Scenario #2:** If someone who lives in the family child care home **tests positive**, the family child care home must close. The child care provider must also determine if anyone was a close contact of the case and instruct them to quarantine. If the provider is unable to rule out exposure in the child care but cannot clearly identify those who were close contacts, then all children and staff must quarantine. The child care provider is required to report this case to DPH, as described in Section 1, above.

- **Scenario #3:** If someone who lives in the family child care home was exposed outside of the child care home and that individual is required to quarantine as directed in the quarantine instructions and the site must be closed.

7. When do I <u>not</u> have to close my family child care?

You do not need to close your family child care if a child or staff member **who does not live at the child care home** is exposed to COVID-19 outside of the child care home. This person is considered a close contact and must follow quarantine instructions, including exclusion from your child care. However, if the exposed child or staff tests positive during their quarantine period **and** they were in your child care home during their infectious period, then follow Scenario #1 and all steps in Section 5

You also do not have to close your site if **all** exposed household members and/or staff are fully vaccinated, as defined in Section 4.

Guidance documents, resources, and protocols to review and follow:

1. Early Care and Education COVID-19 Toolkit: This is a landing page for ECEs. It has all the relevant resources for your sector including an instructional video on how to submit an online report and a video on how to fill out the excel version of the case and contact line list. Below are links to key documents that you can access from this toolkit.

2. Early Childhood Education Guidance Document: a protocol document that the child care home must complete, implement, and post at the entrance of the home

3. Early Care and Education Exposure Management Plan: This document directs you on the required and recommended steps to take when you have confirmed COVID-19 case in your child care.

4. Exposure and Screening Decision Pathways for Children and Employees at Educational Institutions This is also linked to from the Exposure Management Plan. This walks you through what you need to do if a child/employee screens positive (is symptomatic/is a case) and what to do with close contacts.

5. [Cleaning in the Home](#)

6. It is recommended that anyone needing COVID-19 testing follows up with their primary healthcare provider. If this is not an option, visit: https://corona-virus.la/covid-19-testing to schedule a testing appointment. For more information about testing visit https://covid19.lacounty.gov/testing/.

7. COVID-19 Vaccination is now open to all of Phase 1B, which includes education and child care. For more information and to book an appointment, please visit VaccinateLACounty.com

To obtain more information about novel coronavirus disease (COVID-19) or for the most recent LAC-DPH updates and Health Officer Orders related to COVID-19, please visit the DPH website. Please reach out to ACDC-Education@ph.lacounty.gov with any exposure management questions.

If you are UNABLE to submit reports to DPH via REDCap and intend to submit your report via the Excel version of the Case and Contact Line List, the Excel sheet must be password-protected. Instructions are as follows:

PASSWORD PROTECTING THE CASE AND CONTACT LINE LIST – INSTRUCTIONS

In order to protect Personal Health Information (PHI) included on Excel case and contact line lists, the excel workbooks must be password-protected:

1. On Windows, click "File" > "Info" on the left side ribbon.
2. Click "Protect Workbook" then "Encrypt with Password"
3. Type your password, click OK and type it again. Save the file.
4. In a separate email, email the password to ACDC-education@ph.lacounty.gov. Send the excel file in a separate email.
5. On a Mac, click "File" then "Passwords"
6. Type a password in the "Password to Open" field. Make sure the "Read-only recommended" is left unchecked. Click OK. Type the password again and click OK. Save the file.
7. In a separate email, email the password to ACDC-education@ph.lacounty.gov. Send the excel file in a separate email.